

Community Pathways Waiver – **REVISED PROPOSAL Draft**

Service Type: Statutory Service

Service (Name):

Alternative Service Title: **EMPLOYMENT SERVICES**

HCBS Taxonomy:

Check as applicable

- ☐ Service is included in approved waiver. There is no change in service specifications.
- ☒ Service is included in approved waiver. The service specifications have been modified.
- ☐ Service is not included in the approved waiver.

Service Definition:

A. Employment Services includes a variety of supports to help an individual identify career and employment interest, find and keep a job.

A.B. Employment Services are a flexible customized employment process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on an individualized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer. Employment Services utilizes an individual approach to employment planning and job development.

~~B.A. Employment Services includes a variety of supports to help an individual identify career and employment interest, find and keep a job.~~

C. Employment Services include:

1. Discovery is a time limited comprehensive, person-centered and community-based employment planning support service to better inform an individual seeking competitive integrated employment to create a Discovery Profile;
2. Job Development is support for an individual to obtain an individual job in a competitive integrated employment setting in the general workforce, including customized employment or self-employment;
3. ~~Intensive Initial~~ Job Coaching is support in learning and completing job tasks for an individual ~~either when~~ beginning ~~of~~ a new job, ~~after a~~ promotion, or ~~after a~~ significant change in duties ~~or circumstances~~ in a competitive integrated employment setting in the general workforce, including customized employment and self-employment. Supports may include systematic instruction and other learning strategies based on the individual learning style and needs including learning to travel independently to the job;
4. ~~Follow Along supports~~ On-going Job Supports occurs after the individual has transitioned into their job and Intensive Job Coaching supports have been faded. These supports ensure that individuals have the ~~supports-assistance~~ necessary to maintain their jobs; ~~and~~

5. Self-Employment Development Supports are provided to assist an individual whose discovery activities and profile indicate a specific skill or interest that would benefit from resource ownership or small business operation; ~~and~~
6. Co-Worker Employment Supports are provided by fellow employees to assist the individual in the development of positive work-related relationships, habits, attitudes, skills, and work etiquette directly related to their specific employment, as well as assisting the individual to become a part of the informal culture of the workplace.

SERVICE REQUIREMENTS:

- A. Employment Services is considered one of DDA's employment services.
- ~~B.~~ Discovery activities include a visit to an individual's home, a review of community employers, job trials, interest inventory, a profile and picture resume.
- ~~C.~~ On-going Job Supports includes job coaching, personal care assistance, behavioral supports, and delegated nursing tasks to support the employment activity.
- ~~B-D.~~ Personal care assistance, behavioral supports, and delegated nursing tasks may not comprise the entirety of the service.
- ~~C-E.~~ Discovery activities shall be reimbursed based on the following milestones:
1. Milestone #1 - includes home visit, survey of the community near the individual's home, record reviews for pertinent job experience, education, and assessments.
 2. Milestone #2 – includes skill identification through task trials, learning style and teaching mechanisms. A minimum of three (3) job trials and community skills observation.
 3. Milestone #3 – includes discovery profile, picture and/or written resume, and job development plan from discovery meeting.
- ~~D-F.~~ Job Development is reimbursed based on a ~~flat fee~~ milestone for getting a job.
- ~~E-G.~~ Intensive Initial Job Coaching includes a "fading plan" that notes the anticipated number of hours of support to transition to Follow Along On-going Job S-supports.
- ~~F-H.~~ Follow Along On-going Job S-supports include at least two face to face contacts with the individual in the course of the month.
- ~~G-I.~~ Employment Services are provided by staff who has a DDA approved certification in employment.
- ~~H-J.~~ If an individual is promoted and has new job tasks or changes positions ~~or circumstances~~, they can receive Intensive Initial Job Coaching services.
- ~~I-K.~~ Self-Employment Development sSupports for self-employment may include:
- ~~1. Aid to the individual in identifying potential business opportunities;~~
 - ~~2. Assistance in the development of a business and marketing plan, including potential sources of business financing and other assistance in including potential sources of business financing and other assistance in developing and launching a business;~~
 - ~~3. Identification of the supports that are necessary in order for the individual to operate the business; and~~
 - ~~4. Ongoing assistance, counseling and guidance once the business has been launched.~~

L. Co-Worker Employment Supports are not intended to replace the support provider's work, rather, it is an additional mentoring/support role for which coworkers could receive additional compensation above what they receive in the course of their typical job responsibilities.

J.M. An individual's person centered plan may include a mix of employment and day services such as Day Habilitation, Community Development Services, Co-Worker Supports, and Transitional Employment provided at different times.

K.N. Employment Services does not include:

1. Volunteering unless it is part of the discovery process; and
2. Payment for supervision, training, supports and adaptations typically available to other workers without disabilities filling similar positions.

L.O. Medicaid funds may not be used to defray the expenses associated with starting up or operating a business.

M.P. Under the historical traditional service model, transportation to and from and within the day activities will be provided or arranged by the licensed provider and funded through the rate system. The licensee shall use the mode of transportation which achieves the least costly, and most appropriate, means of transportation for the individual with priority given to the use of public transportation when appropriate.

~~N. Employment Services also includes personal care to support the employment activity.~~

~~O.Q. Employment Services may include professional services otherwise available under the individual's private health insurance (if applicable), the Medicaid State Plan, or through other resources.~~

R. Division of Rehabilitation Services (DORS) service must be accessed first.

S. Documentation must be maintained in the file of each individual receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).

T. Self-Employment Development Supports does not include the expenses associated with starting up or operating a business.

U. Payment is for co-workers of the person receiving DDA supports that have the potential to be natural, unpaid supports but may need to provide extra time and support at early or intermittent stages of the person's employment to help them adjust to the work environment and use appropriate social skills in the social and work culture of the specific work place.

V. A relative or legal guardian (who is not a spouse or legally responsible person) of an individual recipient participating in Self-Directed Services may be paid to provide this service, provided however, the DDA pre-approves such payment in accordance with the applicable requirements set forth in Section C-2.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

A. Discovery services are limited to once every two years unless otherwise authorized by the DDA.

B. Job Development services are limited to once per year.

A.C. Co-Worker Employment Supports are limited to the first six months of employment unless otherwise authorized by the DDA.

Service Delivery Method (check each that applies)

X Participant Directed as specified in Appendix E

X Provider Managed

Specify whether the service may be provided by (check all that applies):

 Legally Responsible Person

X Relative

X Legal Guardian

Provider Specifications: (Instructions list the following for each type of provider that can deliver the services):

Provider Category	Provider Type Title
<u>Individual</u>	<u>Individual – for self-directed services</u>
Agency	<u>Licensed-Approved</u> DDA Employment Service Provider

Provider Category: Individual

Provider Type: Individual for self-directed services

Provider Qualifications License (specify):

License (specify):

Certificate (specify):

Other Standard (specify):

1. The following minimum standards are required:

a. Current first aid and CPR certification.

b. Passing a criminal background investigation, and

c. Staff must have DDA approved certification in employment.

2. Individuals in self-directing services, as the employer, may require additional staffing requirements based on their preferences and level of needs such as:

- Training by individual/family on individual-specific information (including preferences, positive behavior supports, when needed, and disability-specific information)

Verification of Provider Qualifications Entity

Responsible for Verification:

- Fiscal Management Service providers for verification of participant specific qualifications

Frequency of Verification:

- Fiscal Management Services - prior to service delivery and annually

Provider Category: Agency

Provider Type: ~~Licensed~~ Approved DDA Employment Service Provider

Provider Qualifications License (specify):

License (specify):

~~Licensed DDA Employment Service Provider as per COMAR 10.22.02 and 10.22.XX~~

Certificate (specify):

Other Standard (specify):

Approved DDA Employment Service Provider as per COMAR 10.22.02 and 10.22.XX

Staff must have DDA approved certification in employment.

Personal Care staff must possess appropriate licenses/certifications as required by ~~law~~ regulations based on service provided and needs of the individual at time of service.

Verification of Provider Qualifications Entity

Responsible for Verification:

- DDA for license
- Provider for staff licenses, certifications, and training

Frequency of Verification:

- DDA – annual for license
- Provider – prior to service delivery